



TRANSFER/PROMOTIONAL OPPORTUNITY
OFFICE ASSISTANT IV
DPW OPERATIONS DIVISION - SANITATION

PURPOSE:

The person in this position provides administrative support to sanitation field managers, including performing data entry and retrieval, compiling statistical reports, and carrying out general office duties.

ESSENTIAL FUNCTIONS:

- Composes and produces letters, memos, reports, and other complex documents using word processing software.
- Creates and updates spreadsheets to track district work progress and equipment breakdowns.
- Updates the DPW Call Center database that stores citizen and aldermanic service requests.
- Uses Microstation software to assist in the production of computerized maps of various sanitation services, including garbage and recycling routes, street and alley sweeping, and salt and plow routes. This entails designing maps, inserting identifiers for hardships, littercans, and vacant lots, and printing final route maps for use in field operations.
- Maintains accurate records of DNS and City owned vacant lot clean up orders.
- Updates the database on salt and calcium usage, and inputs salt deliveries from vendors.
- Responds to requests for information from alderpersons, City managers, and constituents.
- Coordinates and schedules appointments and meetings.
- Answers the phone and opens and routes mail.
- Performs other related administrative duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

- Current status and at least three months of experience as a regularly appointed employee of the City of Milwaukee.
- Four years of progressively responsible clerical experience performing duties related to this position, with at least one year at the Office Assistant III level. Other titles at the Office Assistant III level (PR 425) performing similar functions will be also be considered.

NOTE: *Equivalent combinations of training and experience may also be considered. For example, job-related coursework from an accredited college or business school may substitute for a portion of the office experience requirement. Transcripts or proof of coursework must be provided prior to employment interview.*

NOTE: *Office Assistant IIs with four years of experience, including at least one year at the II level, may apply to underfill the position at the III level. After one year at the III level, the person may be promoted to the IV level.*

DESIRABLE QUALIFICATIONS:

- Experience with GIS (geographic information system) mapping software.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Excellent oral and written communication skills.
- Thorough knowledge of business English, office correspondence practices, and general office practices and procedures.
- Fast and accurate keyboarding skills.
- Ability to use word processing and spreadsheet software at an intermediate level.
- Strong customer service skills.
- Ability to work effectively and harmoniously with others.
- Ability to exercise judgment and discretion in handling confidential matters.
- Ability to work independently, to prioritize projects, and to produce accurate work under deadline.
- Strong analytical and problem solving skills.

THE CURRENT SALARY RANGE (445) IS: \$34,767-\$38,474 annually with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of training, experience and accomplishments, written test, interview, or other assessment methods. The Department of Employee Relations and the Department of Public Works reserve the right to call only the most qualified candidates to performance tests or personal interviews. Information from the selection process will be used to make hiring decisions. The selected candidate will be transferred or promoted to the position.

APPLICATION PROCEDURE:

- You may **obtain** applications and further information as follows: 1) in person or by mail from the City of Milwaukee, Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee WI 53202-3554, 2) by visiting our web site at www.milwaukee.gov/der, or 3) by calling 414.286.3751.
- You should **return** your completed application to: **Toni Biscobing**, Administrative Services Manager, DPW Operations, Zeidler Municipal Building, 841 N Broadway, Room 620, Milwaukee, WI 53202 by **March 28, 2008**. Receipt of applications may be discontinued any time after that date.

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